

Small Purchase/Informal Procurement

(Documenting quotes from qualified suppliers)

To meet the requirements for small purchase/informal procurement, such as those items purchased from a grocery, retail store or vendor, the State Agency requires annual quotes from at least 3 qualified suppliers. Sponsors will document in writing at least three separate, but similar, quotes on the cost of at least 6 items and compare the costs of these items from each supplier. Sponsors are required to select the supplier that has the lowest price unless other circumstances, such as proximity of the store or consistency of quality, impact their decision. This information must be documented on the Small Purchase/Informal Procurement form.

Instructions for Completing the Small Purchase/Informal Procurement Form

1. Record the date of procurement.
2. List 6 most commonly purchased items.
3. List 3 qualified suppliers.
4. List the prices of the 6 items at each of the suppliers.
5. Choose the supplier from which the items will be purchased.
6. If the supplier chosen doesn't offer the lowest price, explain why the supplier was chosen (location, options, etc.).
7. File the form in the CACFP folder labeled "Procurement".